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ABSTRACT

These guidelines provide the framework for implementing the Kentucky law which requires that paraprofessionals employed in the public schools have specific qualifications. The guidelines cover the following topics regarding teachers' aides: (1) definitions and functions; (2) qualifications; (3) policy on unqualified teachers' aides, particularly with regard to scholastic achievement; (4) explanation of forms used for personnel management and reporting; (5) dates pertaining to various aspects of the paraprofessional/teachers' aide programs; and (6) Department of Education contact persons. Forms used in Kentucky Teachers' Aide Programs and a list of testing centers are included. (JD)

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GUIDELINES FOR MANAGEMENT OF TEACHERS' AIDE PROGRAMS IN KENTUCKY SCHOOLS

THIRD REVISION
MARCH, 1989

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GUIDELINES FOR MANAGEMENT
OF
TEACHERS' AIDE PROGRAMS
IN
KENTUCKY SCHOOLS

704 KAR 15:080

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Introduction

In 1985, the Extraordinary Session of the General Assembly provided additional state funding to employ paraprofessionals in kindergarten classes. At the same time, the General Assembly enacted KRS 161.044, a law which requires that paraprofessionals employed in Kentucky's public schools have specific qualifications.

These guidelines provide the framework for implementing the law. They describe the specific personnel that are affected by the law and school districts' responsibilities in following the law. They describe the policy followed by the department to withhold funds whenever unqualified teachers' aides are employed by a school district.

These guidelines do not attempt to answer questions about the appropriate utilization of all teachers' aides. A list of department staff who may respond to such questions for the various programs has been provided on page 14.

DEFINITIONS AND FUNCTIONS OF TEACHERS' AIDES

Chapter 161 of Kentucky School Laws provides definitions for the terms, "teacher's aide " and "noninstructional teacher's aide." It should be noted that the term "paraprofessional" is still accepted by the Department of Education as being interchangeable with these terms.

The two definitions must be considered in relation to the four qualifications required of a teacher aide as described in KRS 161.044(20). The definitions are as follows:

1. ""Teacher's aide' means an adult school employee who works under the direction of the professional administrative and teaching staff in performing, within the limitations of his training and competency, certain instructional and noninstructional functions in the school program as are illustrated by, but not limited to: clerical duties, tutoring individual pupils, leading pupils in recreational activities, conducting pupils from place to place, assisting with classroom instruction as directed by the teacher, aiding the school librarian, preparing and organizing instructional materials and equipment." KRS 161.010 (4)

2. ""Noninstructional teacher's aide' means an adult who works under the direct supervision of the teaching staff in performing noninstructional functions such as clerical duties, lunchroom duties, leading pupils in recreational activities, aiding the school librarian, preparing and organizing instructional material and equipment and monitoring children during a noninstructional period." KRS 161.044 (2)

In comparing the definitions for "teacher's aide" and "noninstructional teacher's aide," there appears to be very little difference in types of duties. And yet, an inference seems to be made that they are different. If the first definition can be assumed to define an "instructional" teacher's aide, the difference exists in the following duties which are not found in the definition for "noninstructional teacher's aide."

1. Tutoring individual pupils.
2. Assisting with classroom instruction as directed by the teacher.

The Kentucky Department of Education accepts these and similar instructional duties as separating the role of the instructional teacher's aide from the noninstructional teacher's aide. The department also accepts these duties as the dividing line for determining whether a teacher's aide must meet all four qualifications of the law or any of the qualifications as shown on the "Quick Reference" chart on page 8.

QUALIFICATIONS FOR TEACHERS' AIDES

Beginning with the 1986-87 school year, most of the teachers' aides working in Kentucky's public schools were required to meet qualifications which are specified in KRS 161.044 and implemented by 704 KAR 15:080. The following explains the qualifications in more detail than that which is offered in the regulation or the law. (Refer to the "Quick Reference" chart on page 8 of this document to determine the categories of teachers' aides that are subject to the required qualifications and those who are exempted from the requirements.)

A. All instructional teachers' aides subject to such requirements (see chart on page 8) are required to have a high school diploma or a high school equivalency certificate PRIOR TO EMPLOYMENT. Districts should attempt to inform all potential instructional teachers' aides of this requirement so that they may make arrangements to study for and take the General Equivalency Development (GED) test if necessary. Adult Learning Centers throughout Kentucky can provide assistance in preparing for the GED test.

B. All teachers' aides subject to such requirements are required to receive passing scores on the three subtests of reading comprehension, number operations, and problem solving. These are subtests of the Adult Basic Learning Examination (ABLE) which must be taken and passed PRIOR TO EMPLOYMENT AS A TEACHER'S AIDE.

In the event that any of the subtests are failed, the applicant may take a different form of the failed subtest(s). Failure to achieve a passing score the second time would require a two-month waiting period before retaking the test. Prospective applicants must allow sufficient time to retake the failed subtest(s) if necessary PRIOR TO the date of employment.

Applicants for the position of teacher's aide who are subject to the test requirement will be tested at Adult Testing Centers throughout the state. Teacher's aide applicants may contact the testing center directly to schedule an appointment to be tested. Districts should inform applicants of the center's address, telephone number, and contact person (see page 20). A $10 fee will be charged by the testing center to the person being tested to cover the cost of test materials and examiner's time.

C. All instructional teachers' aides subject to such requirements are required to successfully complete a one-time inservice training program which consists of a minimum of twelve hours of formal documented instruction. An inservice training program equivalent to six hours of training has been provided by the Department of Education to assist school districts and teachers' aides in meeting this requirement. The local district should provide the additional six hours of training for a total of twelve hours of formal documented instruction.

A local school district may also use an equivalent inservice training program provided that it is approved by the Department of Education. The alternate inservice, developed by a school district, should be submitted for approval to the Unit of Basic Skills Remediation, Division of Compensatory

Education, prior to its use. Districts will be notified of approval of the alternate inservice program if it is found to be at least equivalent.

It is expected that school districts will schedule the training for new teachers' aides to commence at or about the beginning of each school year or at the beginning of employment and be completed within 30 days of employment. Documentation that an employee has successfully completed the twelve hours of instruction will be provided through a signed statement from the employee to the local board of education. A copy of the form can be found at the back of this book.

D. All instructional teachers' aides subject to such requirements must have an annual evaluation by the appropriate school administrator with input from the supervising teacher or teachers. The evaluation must be completed prior to the end of each school year and be on file in the individual's personnel file. Local school districts are expected to have a written policy which stipulates the hiring and evaluation process for teachers' aides and the use of evaluations in future employment decisions.

E. There are exceptions to the above qualifications.

1. Instructional and noninstructional teachers' aides who possess a current regular or a full-time emergency or substitute teaching certificate are not required to meet the qualifications specified in KRS 161.044. In addition, these persons must be given preference over any noncertified applicant for the job of teacher's aide unless there is some legitimate qualification for the job that the certified

person does not meet. The same preference applies to anyone possessing a four-year statement of eligibility issued to beginning teachers under 704 KAR 20:045.

2. Noninstructional teachers' aides who work part-time are not required to meet the qualifications as specified in KRS 161.044.

In the event that teachers' aide positions become vacant during the school year, a replacement aide may be hired if the replacement aide meets all qualifications as required by law for the specific position-e.g., a replacement kindergarten aide would be required to meet the same qualifications prior to employment. Replacement and substitute teachers' aides must meet all qualifications as required by law prior to employment.

Documentation of the satisfactory achievement of each of the qualifications required for employment should be kept in the personnel file of each teacher's aide. Valid documentation of exemptions should also be kept on file. The documentation will be monitored by the Department of Education on a routine basis during on-site visits and also through data provided on the Paraprofessional Staff Data form or the Teacher Aide Data System form (see Personnel Management and Reporting).

School districts which fail to meet the requirements of the law are subject to the withholding of state and federal funds which support the salaries of teachers' aides who may not be qualified under the law (see Policy). Local funds cannot be substituted for any funds which have been withheld by the department under this policy. School districts should closely monitor teachers' aide programs to ensure that such an action need not be taken by the department in a respective district.

QUICK REFERENCE TO QUALIFICATIONS REQUIRED FOR TEACHERS' AIDES

Types of Teachers' Aides	Required Qualifications*			
	H.S. Diploma or GED Cert.	Passing Score on ABLE	Inservice Training	Annual Evaluation
All kindergarten aides no matter when they were initially employed	YES	YES	YES	YES
Nonkindergarten instructional aides initially employed after July 1, 1986	YES	YES	YES	YES
Nonkindergarten instructional aides initially employed before July 1, 1986	NO	NO	NO	NO
Noninstructional aides who are employed full-time, no matter when they were initially employed	NO	YES	NO	NO
Noninstructional aides who are employed part-time, no matter when they were initially employed	NO	NO	NO	NO
Aides with Teacher Certification	NO	NO	NO	NO

* Local school districts may have a policy that requires teachers' aides to meet any of the above qualifications.

POLICY IN REGARD TO UNQUALIFIED TEACHERS' AIDES

Teachers' aides which have been described in the prior section, Qualifications for Teachers' Aides, are required to meet the qualifications stated for their particular positions PRIOR to their employment by a school district. This requirement particularly pertains to the two qualifications which address scholastic achievement, (1) possession of a high school diploma or a GED, and, (2) passing scores on the required subtests of the Adult Basic Learning Examination (ABLE).

The department will enforce the intent of this law and will continue to monitor its implementation in each school district. The policy which will be followed by the department is as follows:

> **School districts which fail to meet the requirements of KRS 161.044 and 704 KAR 15:080 are subject to an action by the Kentucky Department of Education to withhold state and federal funds that are utilized to pay the salary of any teacher's aide who has not met the necessary qualifications prior to employment by the school district. In the event that funds have been disbursed for an unqualified teacher's aide, the department may take action to recover the funds. It should be noted that local funds cannot be used to substitute for withheld funds for salaries of unqualified teachers' aides.**

In order that all districts are completely aware of this policy, the department will disseminate it statewide to all superintendents, teachers' aides coordinators, principals, and testing center coordinators. In addition, the information will be shared at all inservice training meetings for teachers aides which are planned and provided by the Department of Education.

Two years have passed since the inception of this required program. School districts have been regularly appraised of the law and have been assisted in meeting its requirements as possible. There are presently twenty-six testing centers across the state who are administering the ABLE. These centers willingly schedule testing dates as the need arises, with the greatest amount of testing being requested in May through September.

The Division of Compensatory Education is available to assist with scheduling of individual testing. If the closest testing site is unable to schedule a test at the time needed, the staff in this division will attempt to locate another testing center which can provide the service.

The Division of Compensatory Education receives copies of the ABLE score reports from the testing centers as does each district named by the person taking the test. The division keeps a computer list for each district of those persons who have taken and passed the ABLE. This list can be provided for any district which has not kept the copies of the score reports. These lists should enable the districts to locate persons who have already met the testing qualification and will decrease the need to identify other persons who still will need to take the ABLE.

PERSONNEL MANAGEMENT AND REPORTING

A. Three forms are used by the Department of Education for district reporting of information related to the employment of three types of teachers' aides (full-time or part-time).

1. The Teacher Aide Data System (TADS) form is a one page form which verifies that all teachers' aides, instructional and noninstructional, meet the four qualifications as defined in the prior section. Only one teacher's aide program does not use the TADS to report the employment of teachers' aides. Instructional assistants employed in the Basic Skills Remediation Program (BSRP) are required to use the Paraprofessional Staff Data (PPSD) form.

2. The Paraprofessional Staff Data (PPSD) form is a 4-ply form used for instructional assistants employed by local school districts in the Basic Skills Remediation Program. This form should be completed if the instructional assistant works either full-time or part-time in the Basic Skills Remediation Program. It provides information about the qualifications of the instructional assistant, the duties of the instructional assistant, and serves as a mechanism to receive reimbursement for instructional assistants allotted under the Basic Skills Remediation Program.

3. The Kindergarten Aide form is the reporting mechanism used to receive reimbursement for kindergarten aides allotted under the Foundation Program. It is distributed by the Division of School District Finance for financial purposes only. Note: It is required that the "qualifications" information be reported separately on the TADS for each kindergarten aide.

All three forms are distributed to school districts in August with other financial forms by the Account Examiners in the Division of School District Finance. The forms are to be completed and returned to this division to be distributed to appropriate offices for review and approval.

B. School districts are required to complete either a PPSD or a TADS to report qualifications information for ALL teachers' aides employed by the district. In no case would both a PPSD and a TADS be completed for the same teacher's aide.

IMPORTANT DATES

The following is a summary of important dates which pertain to various aspects of paraprofessional/teachers' aide programs.

June 1 to September 1	-	Major testing period at Adult Testing Centers for aides subject to the requirement
August	-	Notification to districts of kindergarten aide allotment
Opening Day of School	-	Teachers' aide inservice training may begin for aides subject to the requirement
Opening Day of School or When Employment Begins	-	Possession of a high school diploma or GED certificate and passing scores on the ABLE required for teachers' aides subject to the requirements
September 15 or End of 1st Month	-	PPSD forms and TADS forms must be submitted to the Department of Education
Closing Day of School	-	Evaluation must be completed for teachers' aides subject to the requirement

DEPARTMENT OF EDUCATION CONTACT PERSONS

If further information is needed, please contact staff members listed below.

1. Teachers' Aide Regulation (704 KAR 15:080)
   a. Qualifications and Testing
   b. Inservice Training

   Shirley Mikel, Division of Compensatory Education, (502) 564-4201

2. Duty-free Lunch Aides

   Robert Elder, Division of Accreditation, (502) 564-2116

3. Basic Skills Remediation Program

   Shirley Mikel, Division of Compensatory Education, (502) 564-4201

4. Chapter 1 Program

   Bill Shouse, Division of Compensatory Education, (502) 564-3301

5. Exceptional Children Program

   Preston Lewis, Office of Exceptional Children, (502) 564-4970

6. Kindergarten Instructional Program

   Cathy Crum Pulliam, Division of of Curriculum and Staff Development, (502) 564-2106

7. Kindergarten Aide Allotment

   Susan Goins, Division of School District Finance, (502) 564-3848

8. Vocational Education Program

   Audrey Carr, Office of Vocational Education, (502) 564-4286

FORMS UTILIZED IN TEACHER AIDE PROGRAM

The following pages are copies of the forms utilized for teacher' aides.

PLEASE READ THE GOLD INSTRUCTION SHEET CAREFULLY BEFORE COMPLETING THIS FORM.

KENTUCKY DEPARTMENT OF EDUCATION
OFFICE OF INSTRUCTION
DIVISION OF COMPENSATORY EDUCATION

SCHOOL YEAR
1989-90

TEACHER AIDE DATA SYSTEM

DISTRICT INFORMATION

District Name	School No.	District Aide Coordinator

TEACHER AIDE INFORMATION

Last Name	First Name	Initial

SOCIAL SECURITY NUMBER

TEACHER AIDE ASSIGNMENT

Major Program Assignment(s)	Other Assignment(s)

Employment Status		Duties	
Full-Time	Part-Time	Instructional	Non-Instructional

TEACHER AIDE QUALIFICATIONS

(Complete Applicable Section(s) 1-4)
(Documentation MUST be on file.)

(1) I have passed the ABLE Test. Yes ____ No ____
(2) I have a high school diploma or a G.E.D. Yes ____ No ____
(3) I am evaluated annually. Yes ____ No ____
(4) I have received the approved training or it is scheduled. Yes ____ No ____

EXEMPTION VERIFICATION

(Documentation MUST be on file.)

(1) I was employed as a teacher aide prior to 7/1/86. Yes ____ No ____
(2) I hold a valid teaching certificate. (Expiration Date _____) Yes ____ No ____

I certify the above information as accurate.

Signature of Teacher Aide _____

Date _____

KDE/MIC APPROVED
3900-1010 Rev. 3/89

RETURN White Copy to the Department of Education

Teacher Aide Training Verification Form

_____

First Name Middle Name Last Name

_____

Social Security Number

In accordance with KRS 161.044 and 704 KAR 15:080, I have successfully completed the minimum twelve (12) hours of required training for teachers' aides as approved by the Kentucky State Board of Education. My training was completed on _____
date

and verified by _____ of _____
district inservice education director school district

schools.

Please make this form a part of my personnel file. Submitted to the local superintendent's office on _____ .
date

KDE/MIC Approved
3350-979

Teacher Aide Training Verification Form

_____

First Name Middle Name Last Name

_____

Social Security Number

In accordance with KRS 161.044 and 704 KAR 15:080, I have successfully completed the minimum twelve (12) hours of required training for teachers' aides as approved by the Kentucky State Board of Education. My training was completed on _____
date

and verified by _____ of _____
district inservice education director school district

schools.

Please make this form a part of my personnel file. Submitted to the local superintendent's office on _____ .
date

KDE/MIC Approved
3350-979

KENTUCKY DEPARTMENT OF EDUCATION
KINDERGARTEN AIDES FOUNDATION PROGRAM
KRS 157.360 (2a)

District Number _____
Distrist Name _____
School Year _____

Name of Aide	Social Security Number	School Number	Minutes Per Week As Kinder-garten Aide	Kindergarten Aide Annual Salary Including Fringe Benefits

KDE/MIC APP.
2200-952 3/89

22

PLEASE READ THE PINK INSTRUCTION SHEETS CAREFULLY BEFORE COMPLETING THIS FORM.

KENTUCKY DEPARTMENT OF EDUCATION

SCHOOL YEAR 1989-90

BASIC SKILLS REMEDIATION PROGRAM
PARAPROFESSIONAL STAFF DATA FORM

DISTRICT INFORMATION

DISTRICT NO	DISTRICT NAME

INSTRUCTIONAL ASSISTANT COORDINATOR
NAME
PHONE

INSTRUCTIONAL ASSISTANT INFORMATION

SOCIAL SECURITY NUMBER

LAST NAME	FIRST NAME	INIT

INSTRUCTIONAL ASSISTANT QUALIFICATIONS

Documentation MUST be on file.

1. I have passed the ABLE test. Yes __ No __
2. I have a high school diploma or GED. Yes __ No __
3. I am evaluated annually. Yes __ No __
4. I have received the approved training or it is scheduled. Yes __ No __

EXEMPTION VERIFICATION

Documentation MUST be on file.
(READ INSTRUCTIONS CAREFULLY)

1. I was employed as an I.A. prior to 7/1/86. Yes __ No __
2. I hold a valid teaching certificate. Yes __ No __
   Expiration Date_____.

PART I

	1. INSTRUCTIONAL ASSISTANT ASSIGNMENT	2. CODE FOR ASSIGNMENT	5. SUBJECT CODE	6. GRADE RANGE LOW	6. GRADE RANGE HIGH	7. MINUTES PER WEEK	8. ENROLLMENT	9. SCHOOL CODE
A	BSR - State Funded	1 0						
B								
C								
D								
E								
F	3. PLANNING	4 0						
G	4. TRAVEL	5 0						

10. TOTAL MINUTES PER WEEK

11. TOTAL ENROLLMENT BASIC SKILLS

19

PART II

	1 ACCOUNT	2. PART OF TIME	3 DAYS EMPLOYED	4. ANNUAL SALARY	5. TOTAL SALARY	6. BEGINNING DATE OF WORK for 89-90
H	BSR State Funded					MONTH DAY YEAR
I	BSR Locally Funded					
J	OTHER					

I certify the information on this PPSD is accurate. Signature of Instructional Assistant_____ Date_____

PART III

ALSO COMPLETE THIS SECTION IF REPLACING A BSR AIDE IN CURRENT SCHOOL YEAR

1. Person replaced by above Instructional Assistant _____ _____
   LAST NAME FIRST NAME INITIAL SOCIAL SECURITY NUMBER
2. Last date of his/her employment _____.
   MONTH DAY YEAR
3. Basic Skills Remediation Salary to last date of employment $_____.

KDE/MIC APPROVED 3300-094 Rev. 3/89

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ADULT BASIC LEARNING EXAMINATION TESTING SITES

Ashland Community College
Ashland, KY 41101
Carl Lively ..... *(606) 329-2999*

Bowling Green Vo-Tech
Bowling Green, KY 42101
Wendell Smith ..... *(502) 843-5461*

Community Education Office
Covington, KY 41011
Tony Osborne ..... *(606) 291-5911*

Cumberland College
Williamsburg, KY 40769
Dr. Marty Brooks ..... *(606) 549-2200*

Danville High School
Danville, KY 40422
Arthur Muncy ..... *(606) 236-6556*

Daviess Co. State Vo-Tech
Owensoboro, KY 42301
Stan Glenn ..... *(502) 686-3234*

Eastern Ky. University
Richmond, KY 40475
Dr. Dean Acker ..... *(606) 622-1281*

Elizabethtown Com. College
Elizabethtown, KY 42701
Barbara Sisk ..... *(502) 769-2371*

Hazard Community College
Hazard, KY 41701
Bill Weaver ..... *(606) 436-5721*

Hopkinsville Com. College
Hopkinsville, KY 42240
Wanda Bingham ..... *(502) 886-3921*

Jefferson County Adult
Education Center
Louisville, KY 40213
Marvin Raisor ..... *(502) 456-3337*

Kentucky State University
Frankfort, KY 40601
Dr. Thomas Greenland ..... *(502) 227-5975*

Lees College
Jackson, KY 41339
Corbett Grigsby ..... *(606) 666-7521*

Lindsey Wilson College
Columbia, KY 42728
Edward Seufert ..... *(502) 384-2126*

Madisonville Com. College
Madisonville, KY 42431
Kim Hardesty ..... *(502) 821-2250*

Maysville Com. College
Maysville, KY 41056
Mike Duffy ..... *(606) 759-7141*

Morehead State University
Morehead, KY 40351
Patty Eldridge ..... *(606) 783-2526*

Murray State University
Murray, KY 42071
Bill Allbritten ..... *(502) 762-6851*

Pikeville College
Pikeville, KY 41501
Carol Hunt ..... *(606) 432-9350*

Prestonsburg Com. College
Prestonsburg, KY 41653
Brenda Music ..... *(606) 886-3863*

Somerset Com. College
Somerset, KY 42501
Rodney Patton ..... *(606) 679-8501*

Southeast Com. College
Cumberland, KY 40823
John Presley ..... *(606) 589-2145*

Union College
Barbourville, KY 40906
Janet Tarry ..... *(606) 546-4151*

University of Kentucky
Lexington, KY 40506
Kathy Jacoby ..... *(606) 257-4133*

West Kentucky State Vo-Tech
Paducah, KY 42001
Linda McElya ..... *(502) 554-4991*

Western Ky. University
Bowling Green, KY 42101
Saundra Starks ..... *(502) 745-3159*